

**ST. LOUIS US COAST GUARD
OFFICER'S ASSOCIATION BY-LAWS**

ARTICLE I- NAME

- A. The name of the Association is the St. Louis US Coast Guard Officer's Association (CGOA), hereinafter referred to as "the Association".
- B. The Association is organized and will function in accordance with these by-laws.

ARTICLE II – PURPOSE

The purpose of the Association is to preserve and foster the traditions of the US Coast Guard, advance the professional knowledge of the Service, promote the general welfare of the US Coast Guard, and promote fellowship among all officers of the US Coast Guard.

- A. The Association operates exclusively as a non-profit organization, and shall not lend its name or influence to any commercial enterprise or political activity.
- B. In carrying out the above purposes, the Association will:
 - 1. Promote fellowship and esprit de corps in the officer corps.
 - 2. Promote social activities and gatherings among all US Coast Guard officers and their families in the Greater St. Louis area.
 - 3. Cooperate with the US Coast Guard Chief Warrant Officers' Association and the US Coast Guard Chief Petty Officers' Association and other professional and social associations in the Greater St. Louis area, at the discretion of the membership, in their social and charitable works.
 - 4. Promote public knowledge and appreciation of the US Coast Guard.

ARTICLE III – MEMBERSHIP

- A. The following are eligible for regular membership:
 - 1. Coast Guard commissioned, commissioned warrant and warrant officers, active duty, reserve, and retired, stationed or residing in the greater St. Louis area.
 - 2. Commissioned officers in the US. Public Health Service and Public Health Service Reserve, residing in the greater St. Louis area.
 - 3. Civilian employees of the US Coast Guard in grade GS-9 and above, or equivalent grades, attached to or serving with a unit of the Eight Coast Guard District in the greater St. Louis area.
 - 4. Current members of the US Coast Guard Auxiliary holding the past or present office of Division Vice-Captain or higher residing in the greater St. Louis area.
- B. Associate membership is extended to commissioned officers, commissioned warrant and warrant officers, active, inactive, and retired of the other armed forces of the United States in the greater St. Louis area.
- C. Honorary membership may be conferred on persons of distinction in military or civilian life by vote of the Association.

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- D. Regular members who are current in the payment of annual dues are eligible to vote and to hold office in the Association. This privilege is not extended to members in any other category. No member may vote by proxy.
- E. Any regular, associate, or honorary member of the Association is required to complete a Membership form (See Attachment A).

ARTICLE IV – EXECUTIVE COMMITTEE

The administration of the Association shall be vested in an Executive Committee.

- A. The Executive Committee shall be composed of three regular members. The Committee shall elect its Chairperson, Treasurer, and Program Coordinator from among the members.
- B. No more than two of the members of the Committee shall be active duty officers above the rank of Lieutenant Commander at the time of nomination.
- C. The term of office of a member of the Executive Committee shall be one year.
- D. No member of the Committee may be eligible for re-election until at least one year has elapsed since the member's last term.
- E. The Executive Committee shall meet at least monthly. Two members of the Committee shall constitute a quorum.
- F. The Executive Committee shall appoint special committees as required to further specific aims or specific activities of the Association. The Committee shall define the duties of such special committees and shall exercise general supervision over their activities.
- G. The Chairperson, or in the chairperson's absence, the Program Coordinator, shall preside at all meetings of the Association and of the Executive Committee.
- H. The Program Coordinator shall keep a record of the proceedings of the Association and of the Executive Committee, and such matters as may be deemed advisable by the Executive Committee.
- I. The Treasurer shall collect and deposit funds of the Association in accordance with standard business practices. He/she shall disburse funds in accordance with Article VIII. He/she shall keep the accounts of the Association, which accounts shall at all times be open to inspection by the Executive Committee or by a duly appointed auditing committee. He/she shall report the financial condition of the Association whenever called upon to do so by the Association whenever called upon by the Executive Committee. Upon relief, he/she shall turn over to his/her successor all Association moneys, together with accounts and vouchers, and obtain a receipt therefore.
- J. Program Coordinator: The Program Coordinator shall arrange for speakers or other special guests or programs to be presented before the Association at luncheons, social affairs, and other occasions. He/she shall ensure that audio/video and other required equipment and/or arrangements are provided at each such function.

ARTICLE V – ELECTION OF EXECUTIVE COMMITTEE

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- A. The Executive Committee shall appoint, not later than 15 September of each year a nominating committee, consisting of three members. No member of the Executive Committee may be a member of the nominating committee.
- B. The nominating committee shall receive suggested nominations for election to the Executive Committee from any member of the Association and shall after due consideration of the suggestions nominate at least three qualified candidates for election. The list of nominees shall be delivered to the Program Coordinator prior to 1 October of each year.
- C. The Program Coordinator shall give written notice of the names of the nominees to each regular member of the Association.
- D. The election of the new Executive Committee shall be held either by secret ballot or electronic mail prior to the mid-October meeting of each year.
- E. In conducting the elections for membership to the Executive Committee, each member of the Association shall vote for three of the nominees. Those candidates receiving the most votes shall constitute the Executive Committee, except as restricted by Article IV.B. Ballots or votes shall be counted by the Chairperson and/or the Program Coordinator of the Executive Committee.
- F. The Executive Committee will be elected in October and assume their duties on 1 January following the election.
- G. A vacancy in the membership of the Executive Committee shall be filled by a majority vote of that Committee, subject to the approval by a majority of the members of the Association present and voting at the next general meeting.

ARTICLE VI – MEETINGS

- A. The Executive Committee shall prepare an agenda for each general (business) meeting of the Association. Any member of the Association may submit new business to the Program Coordinator for inclusion in the agenda, or any members of the Association may submit new business from the floor at any meeting.
- B. General meetings of the Association shall be publicized to the general membership at least one week in advance. A luncheon meeting shall be a general meeting if the above notice requirement has been met.
- C. A majority vote of the regular members present at any general meeting at which quorum of the members is present will constitute a valid decision or rule of the Association.

ARTICLE VII – DUES

- A. Regular and associate members shall pay annual dues of five dollars.
- B. Honorary members shall pay no dues.
- C. Dues shall be payable annually during the month of November of each year.
- D. Members shall be removed from the roles for failure to pay annual dues. The Executive Committee shall have the power to reinstate a member who has been dropped for non-payment of dues upon payment of the current annual dues.

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ARTICLE VIII – EXPENDING OF FUNDS

- A. The Treasurer may make disbursement of funds to pay for routine expenses associated with any association luncheon. All non-routine expenditures will be governed by the following sub-Articles.
- B. The Chairperson of the Executive Committee, or in the chairperson's absence, the Program Coordinator, is authorized to expend up to and including \$50.00 of the Association's funds for purposes deemed in his/her opinion to be in the proper interests of the Association.
- C. Expenditure of more than \$50.00 but not more than \$100.00 of the Association's funds must be approved by the Executive Committee.
- D. Expenditures of more than \$100.00 of the Association's funds must be approved by a majority vote of the membership present at the meeting at which the matter comes to a vote.

ARTICLE IX – AUDITS

An audit of the Association's funds shall be conducted at least annually, and on each occasion of relief of the Treasurer. The audit shall be conducted by an audit board appointed by the Executive Committee in accordance with commonly accepted business practices.

ARTICLE X – QUORUM

One-third (1/3) of the regular members constitutes a quorum.

ARTICLE XI – ORDER OF BUSINESS

The order of business at a meeting of the Association shall be as deemed necessary by the presiding officer to accomplish the purpose of the meeting.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order (latest revision) govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws

ARTICLE XIII – AMENDMENTS

These By-Laws may be amended by a majority vote of the total membership of the Association by a secret ballot or by electronic mail initiated by the Association Program Coordinator.

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ARTICLE XIV – DISSOLUTION

If for any reason the Association is dissolved, all monies and assets remaining after all indebtedness have been paid will be divided equally amongst the three St. Louis based Coast Guard major commands (Sector Upper Mississippi River, Integrated Support Command St. Louis, and Electronic Support Command St. Louis)

ADOPTED: 1 January 08

LT R. McCaskey
Chairperson, Executive Committee
St. Louis US Coast Guard Officer's Association

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(Attachment A)

MEMBERSHIP FORM

Name / Rank: _____

Membership type: _____ Regular _____ Associate
(See below)

Membership Eligibility

Regular Membership: The following are eligible for regular membership:

- a. Coast Guard commissioned officers, commissioned warrant officers, active reserve, and retired stationed or residing in the St. Louis area.
- b. Commissioned officer of the U.S. Public Health Service residing in the St. Louis area.
- c. Civilian employees of the Coast guard in grade GS-9 and above, or equivalent grades, attaché to or serving with a Coast Guard unit in the St. Louis area.
- d. Current members of the Coast Guard Auxiliary holding the past or present office of Division Captain or higher residing in the St. Louis area.

Associate Membership: Associate membership is extended to commissioned officers, commissioned warrant officer, active, inactive, and retired of the other armed forces of the United States in the St. Louis area.

Contact information:

(At least one of the below means to contact you is needed. Email address is highly desired as most efficient means for us to pass information and luncheon invitations. Contact information will not be released outside the Executive Council without your consent.)

Email address: _____

Phone: _____

Mailing Address: _____

Forms are due by 1 October. Annual Dues (\$5 for the year) will be collected in November.

This form may be faxed, mailed, or relevant info may be emailed to the Association Program Coordinator.

Mail:

USCG ISC St. Louis
Program Coordinator, CG Officers
Association
1222 Spruce St., Room 2.102
St. Louis, MO 63103-2823

Fax:

(314) 269-2747
(314) 269-2746
Attn: CGOA Program Coordinator